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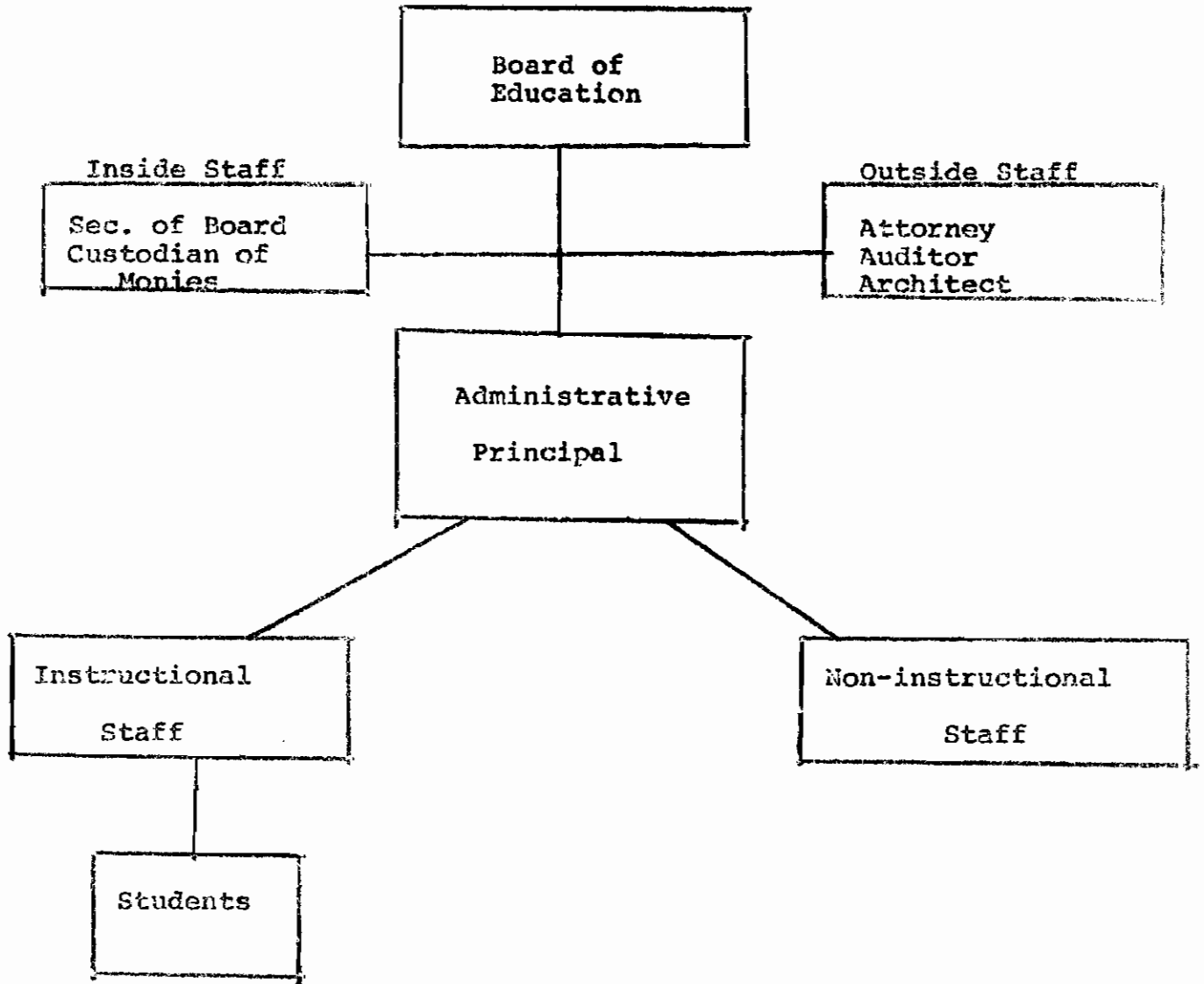
**THIS BOOK DOES
NOT CIRCULATE**

WORKING AGREEMENT
BETWEEN THE
BOARD OF EDUCATION OF GREENWICH TOWNSHIP
AND THE
GREENWICH TOWNSHIP EDUCATION ASSOCIATION
The County of Warren, New Jersey
For the Year 1971-72

Cooperation of School Personnel:

All teachers are encouraged to support and participate in special functions of the school.

ORGANIZATION CHART



Each employee of the Board, except the inside and outside staff, shall be responsible to the Board through the Administrative Principal.

Evaluation of Teacher Performance

Purpose

1. To give an opportunity for Administrators and teachers to discuss objectively the contributions of a teacher to a school program. It is the hope that from such analysis each teacher may become a better teacher by knowing his own weaknesses and strengths.
2. To give an opportunity for the Administrator to plan a better program of supervisory service and in-service training program.
3. To provide an objective measure by which Administrators may make recommendations concerning employment of teachers, granting of tenure, and other reports for recommendations to the Board of Education.

Procedure

1. All teachers are to be given a copy of the evaluation sheet early in the first year of their employment, together with a copy of the policy and purpose of the evaluation.
2. An administrator-teacher conference shall be arranged during the first six weeks, in which the purpose and method of evaluation is discussed. This may be done, in groups or individually by each building principal.
3. Administrator-teacher conferences shall be arranged according to the following schedule:
 - a. New Teachers: At least three (3) times prior to Christmas
 - a. New Teachers: At least three (3) times prior to Christmas recess, and two (2) times prior to Feb. 1st.
 - b. Non-tenure teachers: At least three (3) times prior to Feb. 1st, with one prior to Christmas.
 - c. Tenure teachers: At least two (2) times prior to Feb. 1st, with one (1) prior to Christmas.
 - d. All teachers shall definitely be advised as to whether or not they will be recommended for reemployment prior to the end of the 3rd week of February.
4. A composite evaluation of the teacher-administrator conferences shall be presented to the Board of Education by the Administrative Principal with his recommendations prior to the regular February Board of Education meeting.
5. It shall be the responsibility of the Administrative Principal to use and continuously evaluate an appropriate instrument for the observation and evaluation of professional staff members.

Meeting Dates

Faculty Meetings:

Faculty meetings will be held at the request of the
Administrative Principal.

Telephone

The telephone is primarily for school business but may be used for personal business when necessary. All toll calls must be signed and paid for at the time of the call. Children are discouraged from using the telephone unless for an emergency.

Professional Growth

All employees shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties. In light of their impact upon the lives of students and in keeping with the breadth of experience and depth of training which they possess, opportunities for professional staff shall be especially rich and varied.

The Administrative Principal shall encourage the staff with opportunities in areas such as the following:

1. Visits to other classrooms and other schools.
2. Conferences involving other personnel from the district, county, state, region, or nation.
3. Membership on committees.
4. Training in classes and workshops offered within the county.
5. Further training in institutions of higher learning.

Salary Schedule

A salary schedule is a schedule of minimum salaries fixed according to years of employment. Normal increments as indicated in the schedule represent the general policy of increase for teachers who show continued professional improvement and development.

The Board of Education may withhold, for inefficiency or good cause, the employment increment of any teacher.

When a teacher completes the necessary courses to be placed on the next step of the salary schedule, such an adjustment shall take place in the new academic year.

Military service will be allowed only for those years which run concurrently with the regular school year, with a maximum of 4 years.

Convention Attendance

To encourage attendance at professional meetings the Board will grant an allowance of \$7.50 per day to each teacher in attendance at the N.J.E.A. Convention with a maximum of \$15.00 for two days. Each teacher must file with the Secretary of the Board a certificate of attendance signed by the executive secretary of the association.

With respect to the N.J.E.A. Convention, any teacher who does not attend the convention shall observe an appropriate class in a school that is open or come to school and do independent work.

Method of Pay

All employees are paid by check in 20 payments on the 15th and 30th day of each month. Should this date fall on a non-school day, checks will be distributed on the last school day prior to the closing of school.

Employee Absences

Sick Leave

All persons employed full-time, on a 10 month basis, by the Board of Education shall be allowed sick leave with full pay for a minimum of ten (10) school days in any school year. All persons employed full time, on a 12 month basis by the Board of Education shall be allowed sick leave with full pay for a minimum of twelve (12) school days in any school year. All persons steadily employed part-time by the Board of Education shall be allowed sick leave the length of time to be commensurate with the individuals work schedule.

A $\frac{1}{2}$ day sick leave shall be charged to any full-time employee who must leave school before 11:30 A.M. or arrive no sooner than 11:30 A.M. due to personal illness.

The secretary of the board shall keep a record of such sick leave and accumulation of days from year to year.

When sick leave is claimed, the Board of Education may require a physician's certificate to be filed with the Secretary of the Board of Education in order to obtain sick leave.

Any employee not able to return to work at the end of five (5) days continuous illness shall be visited or contacted by the school nurse to determine the full extent of the illness.

When an employee, normally entitled to sick leave, is absent as a result of an accident arising out of and in the course of employment, he or she shall receive full salary for a period of such absence up to one calendar year without having such absence charged to sick leave.

QUARANTINE

Should an employee be excluded from school by the school medical inspector on account of a contagious disease or of being quarantined for such a disease in his or her immediate household, no deduction in pay or sick leave shall be made.

PERSONAL LEAVE

Two days personal leave for business which can only be transacted on school time shall be granted. All requests for personal leave are to be made in advance to the Administrative Principal. Personal leave is not cumulative from year to year.

EMERGENCY LEAVE

A total of five days per year with pay emergency leave may be granted where such leave is predicated upon:

1. Illness in the immediate family
2. Death in the immediate family
3. Required appearance in court involving no moral turpitude on the part of the employee.

Immediate family means spouse, children, parents, brother, sister, grandparents, in-laws, and any person who has lived in the home of the teacher for a period greater than 2 years preceeding death.

DEDUCTIONS FOR UNEXCUSED ABSENCE

When a teacher is absent for any reason not recorded in the established policies of the Board of Education and not excused or excussable under current policies and provisions of the Board of Education, full deduction (1/20th of monthly salary) will be made for each day's absence.

Examples of such absences are:

1. Personal business or pleasure not covered by the personal or emergency leave policy.
2. Extension of vacation.
3. The Board of Education shall not, under the retirement or departure of any employee pay for any accrued sick leave.

18A:30-1
18A:30-2
18A:30-2.1
18A:30-3
18A:30-3.1
18A:30-3.2
18A:30-3.3
18A:30-3.4
18A:30-4
18A:30-5
18A:30-7
18A:30-6

MATERNITY LEAVE

Maternity leave, without pay, shall be granted to teachers under tenure. Leave shall be for six months or as much longer as the Board of Education shall determine. Request for maternity leave, without pay, shall be made by a teacher between the third and fifth months of pregnancy, and leave shall be granted no later than the beginning of the sixth month. A teacher may file a request to return to work upon presentation of a medical certificate stating she is capable of performing her duties. If a teacher decides to terminate her employment, she should notify the Board in writing at least 90 days before the leave expires. A teacher shall be credited for salary increment purposes as follows:

3-6 months of teaching, one half year credit

7-10 months of teaching, one year credit.

In emergency situations, the times specified may be changed at the discretion of the Board.

Leave for Personal Health and Family Hardship

The Board of Education may permit members of the professional staff to take leaves not in excess of one year in length for rest, restoration of health, or the alleviation of hardship involving themselves or their immediate families.

Any person granted such a leave shall receive no salary during that period.

School Day

The school day for pupils is from 8:45 to 2:15. Kindergarten sessions are 8:45 to 11:15 and 11:45 to 2:15. Teachers are to be in the building no later than 8:15 A.M. each school day. Teachers are to be in their rooms when the first bell rings at 8:30 A.M.

Teachers may leave at the end of the day when the room is in order, definite plans are made for the next days work and the last bus has left the school. Students will be supervized until all buses have been loaded.

Once arrived, pupils should remain in their classrooms unless they have specific errands with teacher permission. The time before 8:45 is valuable and should not be wasted.

Plans

Teachers are to keep a set of daily plans. These plans are to be made a week in advance and kept in the teacher's desk where a substitute, if an emergency arises, will have easy access to them. Skelton plans are suggested for the week with details being filled in for the next school day before leaving school in the afternoon.

Lesson plan books should be made available at the request of the Administrative Principal.

Supervision of Children

Teachers are responsible for supervising any and all movements of pupils in the school building and on the school grounds from the time they enter school until the time they leave school.

Pupils may remain in the classroom either when a doctor's or parents written excuse has been presented, or when the teacher believes it best for the pupil to remain inside. Any pupil permitted to remain inside the building, must be supervised by an authorized person.